

CITY OF MILPITAS
EFFECTIVE: Nov.1, 1994
REVISED: April 17, 2001
Sept. 2003
EEOC: Professional
FLSA: Exempt
UNIT: Mid-Mgmt/
Confidential
PHYSICAL: 1

PRINCIPAL TRANSPORTATION PLANNER

DEFINITION

To manage and supervise the transportation planning function; to perform professional transportation planning work of considerable difficulty; and to coordinate work efforts directed toward accomplishing goals relating to comprehensive regional and sub-regional transportation planning.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Planning & Neighborhood Preservation Director.

Exercises direct and indirect supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Plans, organizes and supervises the work of the Transportation Planning Division.

Directs, analyzes, reviews and coordinates the preparation of reports and recommendations on regional and sub-regional transportation matters and activities.

Reviews and directs the preparation of special transportation studies.

Administers consultant contracts relating to special transportation studies.

Serves as staff representative to local, regional, state and federal transportation agencies.

Serves as staff advocate in transportation matters and issues.

Develops marketing and promotional materials for transportation projects.

Represents and makes presentations at Transportation Sub-Committee, City Council, and other public meetings as required.

Works with major employers, developers, civic organizations and the public on implementation of transportation programs.

Coordinates transportation planning activities with other city departments and agencies.

Prepares and administers the Transportation Planning Division budget.

Performs specialized and complex aspects of transportation planning projects.

Administers and processes planning matters relating to development reviews, circulation element of the general plan, and the traffic/transportation work program.

Oversees, coordinates and participates in the maintenance and computerization of detailed transportation data, relevant transportation planning statistics and records.

Supervises, trains, and evaluates professional, technical, and clerical staff.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of comprehensive regional and sub-regional transportation planning.

Principles and practices of public administration including organizations, budget, and personnel management.

Recent developments, current literature, and informational sources in the field of transportation planning.

Regional and state transportation agencies.

Transportation grant sources and funding procedures.

Transportation planning systems and issues, including computerized traffic modeling.

Transportation marketing and promotional strategies.

Applicable federal, state and local laws, rules and regulations relating to transportation planning activities.

Research and statistical concepts and methods.

Ability to:

Plan the work of professional and technical staff in compilation of technical and statistical data, research, and the preparation of plans, technical papers, and reports.

Study, analyze and compile technical, statistical and economic information pertaining to regional and sub-regional transportation planning research.

Establish and maintain effective work relationships with the City Council, staff, other departments and agencies, special interest groups, and with the general public.

Learn, interpret, explain and implement applicable federal, state and local laws relative to program areas of responsibility.

Communicate clearly, concisely and effectively, orally and in writing.

Supervise, train, and evaluate professional, technical and clerical staff.

Operate a computer terminal as assigned.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of progressively responsible experience in transportation planning or traffic engineering, including one year of supervisory experience.

Education:

Equivalent to completion of Bachelor's degree from an accredited college or university with major course work in transportation, traffic or civil engineering, urban planning, regional planning, or a closely related field.

License and Certificate

Valid California Driver's License.

Approved by:

City Manager

Date